

**Date of Meeting: October 8, 2014 Time of Meeting: 7:00pm**

**Place of Meeting: Manville Fire Department**

**112 Old Main Street**

**Manville, RI 02838**

**1. Pledge of Allegiance**

**Opening by the Chairman at 7:03 PM**

**2. Roll Call of Officers by Chairman Lake**

**Present: Bob Lake**

**Ron McKenna**

**Jerry St Germain**

**Paul McKeon**

**Clerk – Lee Lamothe**

**Absent: James Akers**

**3. Motion to approve previous meeting minutes**

**Chairman Lake explains how he has put a packet together of three meeting minutes that were not posted by the former board due to no Clerk, 2 of these are from prior meetings. Warden McKenna says that since Warden McKeon was on the board when these minutes occurred he could approve them and the rest of the board could abstain. Warden McKeon says that he has reviewed all the minutes and is ready to approve them.**

**Chairman Lake makes a motion to accept the July 16, 2014 meeting minutes as they are written. Warden McKeon seconds. No**

**Discussion. Approved 2 (Lake, McKeon) Abstained 2 (McKenna, StGermain) – Absent 1 (James Akers).**

**Chairman Lake makes a motion to accept the September 8, 2014 meeting minutes as they are written. Warden McKeon seconds. No Discussion. Approved 2 (Lake, McKeon) Abstained 2 (McKenna, StGermain) – Absent 1 (James Akers).**

**Warden McKeon makes a motion to accept the minutes from the September 30, 2014. Chair- man Lake seconds. Discussion as to whether this is actual meeting or not, but Lake explains it was posted as a meeting. Approved 2 (Lake, McKeon) Abstained 2 (McKenna, StGermain) – Absent 1 (James Akers).**

#### **4. Reports**

##### **a. Chairman report & Communication**

**Chairman Lake explains that he has moved this line to the front of the agenda for Chairman's Report. He asks the board to look at a Thank you letter that he included in the packet from George Picard to the Chief and Staff for their assistance. Chief Adam is appreciative of the thank you letter. Chairman then provides the board with a copy of the**

**Department of Business Regulation Opinion that was court ordered with regards to the Central Coventry Fire Department and it provides a layman's summary of what the ISO is and how it could impact insurance rates. The Chairman feels it is important for all the taxpayers to be aware of this report. It talks about a PPC (Public Protection Classification) and if it deteriorates, how it could impact**

insurance rates and renewals.

**b. Treasurer & Tax Collector**

Ron McKenna explains that there is no report because it was so close to the Annual Meeting. He mentions that he has gotten calls regarding the lower tax bill.

**c. Chief report**

Chief Adam gives stats for the number of runs and talks about training. He says three more individuals have applied for membership and 2 are being appointed firemen on Tuesday. This brings the total number of men to 29 and brings Chief Adam very close to his goal of 30. Chairman Lake asks if all members are active and Chief Adam answers that they have to be or they are out. This is not a club and they are there to provide a service. They are all proud to be members of the Department. Warden McKenna indicates he would like the Chief to consider a food outing for the station personnel out of the warden's account. As a side note from his report the Chief Adam tells the Board about an Open House the station hopes to have the beginning of November. Chief Adam offers to put any additional items on his report that the board wants to know.

**d. Auditors report**

Chairman Lake speaks about how we need to appoint auditors and how he has tried to get taxpayers from outside the board but has been unsuccessful so far. He asks Wardens Jerry St Germain and Paul McKeon to act as auditors for the petty cash before the next

meeting. Warden St Germain mentions that he offered to drop out because he had another idea for an auditor and that would be the clerk. The Clerk accepts and agrees to work with Warden McKeon and provide an audit of petty cash.

## **5. Payment of Bills**

Chairman Lake speaks to the board about a draft of policies and procedures he believes outlines the Chiefs range of authority, as well as the Treasurer and Tax Collector responsibilities to receive and pay bills. He asks for the Wardens input on this policy before it is formally submitted for approved at a future meeting.

The Chief mentions that many of the bills on this payment list are from last years budget. Warden St Germain asks about bills that are a fixed amount other than Cox and Verizon. The Chief says that those are the only two that are fixed because we have existing service contracts. The Chief explains that there are no repair line items in the budget, so he holds off charging to an account until the end of the budget year. Warden McKeon asks for clarification on the Go Daddy invoice. Warden McKenna explains this was for the opportunity to set up a new website. After a discussion with the Chief Adam he cancelled the new website and applied for a full refund. We will get that credit next month. Chief advised that many times he can get a better price on many budget line items with the use of credit cards.

Warden St Germain makes a motion to accept and pay the bills as presented. Warden McKeon seconds the motion to accept these bills for \$8349.98. Chief Adam asks if this board would like to continue to see payroll on the bill payment report. The board discusses and decides to have this listed. No Discussion. Approved Unanimously 4-0-1

## **6. Income**

The income report included has income of \$150 for Plan & Review (Acct 4200). Motion made by Warden St Germain then second by Warden McKeon.

Board votes to accept income report, unanimous 4-0-1.

## **7. Old Business –**

### **a. ISO Report dated June 30, 2014.**

Chairman Lake asks if there are any questions regarding the ISO report. Warden St Germain comments that it was very informative and that there is a lot that he did not know. Warden McKeon states that he believes this shows the need for a ladder truck.

### **b. Ladder truck update & discussion**

Chairman Lake speaks about the non binding straw vote that was taken at the annual meeting. 2/3 of those voters in attendance supported the purchase of a new ladder truck. Chairman Lake speaks of being in contact with Smeal the company that acquired the ALF truck. Chairman Lake has a series of questions that are being reviewed by the Attorney McKinnon at this time concerning the

possibility of purchasing a ladder truck but stresses the need to acquire at least 3 proposals on a new truck. It will be a re-quote on the prior specs and then Chief will need to make recommendation to the Board/District for a public vote.

**c. Chief Adam's 5 year goals**

The Chairman notes how close we are to achieving the Chief Adam's goals without raising taxes. It is important for the Board, Chief and taxpayers work together to set and achieve goals.

**d. Policies and Procedures**

The Chairman asks for opinions of Wardens at the next meeting with regards to the (2) and (1) existing/proposed policies and procedures. It was included in last warden's packet. Chairman speaks of Open Meetings Requests received by the MFD in the past and how we handle correctly and avoid problems of the past. The District Clerk explains that there should only be one designated person who has received Open Meetings training that should answer these requests. As the designee on the website she will act as the individual to provide the written answer, with the guidance of the Chairman and Legal Council if required.

**e. ADA Building Study**

Chairman Lake explains that he has an architectural student drawing up existing conditions plans and we can move forward to make study the building and avoid ADA compliant in the future. MFD budget for this year has \$1500 in that line item.

**f. Attorney communication**

**Chairman Lake has asked for opinions on possible truck purchase and awaits a formal response..**

**8. New business**

**a. Schedule of Monthly Meetings - Chairman Lake and Wardens discuss possible meeting schedule. The 2014/2015 Schedule is agreed upon**

**Annual Meeting will be the 2nd Tuesday of September**

**@7:00 PM @ MFD 112 Old Main Street, Manville**

**November 18, 2014**

**December 9, 2014**

**January 13, 2015**

**February 10, 2015**

**March 10, 2015**

**April 14, 2015**

**May 12, 2015**

**June 9, 2015**

**July 14, 2015**

**August 11, 2015**

**September 8, 2015 6:30 PM Regular Meeting**

**September 8, 2015 7:00 PM Annual Meeting**

**October 13, 2015**

**Motion by Warden McKenna to accept and Warden McKeon seconds, approved unanimously. 4-0-1.**

## **9. Public Comment**

Chief Adam asks if the board is going to continue to meet in equipment bay? He suggests other places that the meetings could be held. He will let the board know more at the next meeting. Warden McKenna suggested any place we consider it be fully accessible.

## **10. Motion to Adjourn**

Motion to adjourn by Warden McKenna and seconded by Warden St Germain at 8:05 PM. Approved unanimously 4-0-1.

**Date Agenda Posted: 10.5.14**

**Date of Meeting: 10/8/14**

**Date approved by MFD Board:**

**Approved Minutes posted on SOS: 11/21/14 @ 2:10 pm**

**Date posted on SOS: 10.5.14 @ 4:51 pm by BL**

\_\_\_\_\_ **Bob Lake** \_\_\_\_\_

\_\_\_\_\_ **Lee**

**Lamothe** \_\_\_\_\_



**Chairman Clerk**